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11 FEB 1954

MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT : Transfer of Authority for Arranging the Transportation of Personnel to the Office of Personnel

1. Paragraph 13, Regulation No. [] Organization and Functions, contains a statement that the Chief of Logistics shall: "e. Arrange for the transportation of personnel,...."

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2. As you are aware, the responsibility for arranging transportation of personnel was transferred from the Transportation Division, Logistics Office, to the Office of Personnel in September 1953. It is considered that the functional statements for the Logistics Office and the Office of Personnel should be amended on the first occasion for re-issuing the pages concerned.

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3. Paragraph 2f(11) of Regulation No. [] Organization and Functions, Office of Personnel, should be amended to read: "Operation of a central processing service, including arrangement of transportation, for personnel performing official travel." Paragraph 13e of Regulation No. [] should be amended to read: "Arrange for the transportation of equipment, property, and supplies; and provide headquarters motor pool service."

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[]
George E. Meloon
Deputy Assistant Director
for Personnel

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CONCUR (Non-Concur)

L. K. WHITE
Acting Deputy Director
(Administration)

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